



Step-by-Step on Submitting Visitor Request through JPAS



? Visit Information

1. *Reason for Visit: Training

4. *First Day of Visit: 2013 07 23

2. POC: Daniel Walker

5. *Last Day of Visit: 2013 07 31

3. POC Phone: 757-878-1821

*Visited SMO: Select SMO

Visitor List:

Visitor Name	SSN	DoD EDI PN	Person Category	Permanent Certification	Remove
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*At least 1 visitor is required.

You must first save the Visit Information then Add visitors.

☒ Add Visit ☐ Modify Visit ☐ Cancel Visit

Save

Cancel

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In accordance with DoD Regulations and the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. DoD Regulations are: 5 USC 301 - Departmental Regulations, DoD 5200.1-R - The Information Security Program, Title 5, United States Code, Section 552a Public Law 93-579 (Privacy Act of 1974), DoD Directive 5400.07 - The Freedom of Information Act (FOIA) Program, DoDD 5400.11-R - DoD Privacy Program, and DTM-04-009 Security Classification Marking Instructions.

Step 1: Need to ensure all five blocks are filled out correctly. You might use the following personnel in block # 2.

- Mr. Daniel Walker Phone number: 878-1821
- Mr. Anthony Hurt Phone number: 878-1805

Step 2: Click on “Select SMO”



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? Security Management Office Search

Step 3: Use the correct Security Management Office (SMO) Code – **DDJ0212**; then click “Search.”

*Enter Search Criteria:

 Code:

Name:

Location:

Click on Code link below in order to select SMO

SMO Code

SMO Name

SMO Location

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? Security Management Office Search

*Enter Search Criteria:

Code:

Name:

Location:

Records 1 - 1 of 1, Page 1 of 1

Click on Code link below in order to select SMO

SMO Code	SMO Name	SMO Location
<u>DDJ0212</u>	JOINT STAFF SOUTH SECURITY MGMT OFFICE, Level 2	HAMPTON ROADS/TIDEWATER

Records 1 - 1 of 1, Page 1 of 1

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← **Step 4:** Ensure this is the answer you see after the search.

Step 5: Click on the underlined SMO Code this will populate "Visited SMO" on the next screen.



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? Visit Information

*Reason for Visit: Training

*First Day of Visit: 2013 07 23

POC: Daniel Walker

*Last Day of Visit: 2013 07 31

POC Phone: 757-878-1821

*Visited SMO: DDJ0212 - JOINT STAFF SOUTH SECURITY MGMT OFFICE, Level 2 [Select SMO](#)



Step 6: Visit SMO populated and Click "save."

Visitor List:

Visitor Name	SSN	DoD EDI PN	Person Category	Permanent Certification	Remove
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*At least 1 visitor is required.

You must first save the Visit Information then Add visitors.

☒ Add Visit ☐ Modify Visit ☐ Cancel Visit



Save

Cancel

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? Visit Information

*Reason for Visit: Training

*First Day of Visit: 2013 07 23

POC: DANIEL WALKER

*Last Day of Visit: 2013 07 31

POC Phone: 757-878-1821

*Visited SMO: DDJ0212 - JOINT STAFF SOUTH SECURITY MGMT OFFICE, Level 2 Select SMO

← **Step 7:** Ensure this is the answer you see after the search.

Visitor List:

Visitor Name	SSN	DoD EDI PN	Person Category	Permanent Certification	Remove
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Add Visitor(s)

← **Step 8:** Click on “add visitors”

☐ Add Visit ☒ Modify Visit ☐ Cancel Visit

Save

Cancel

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? Person Category Search

*SSN: *DoD
EDI PN: 

Last Name:



Search Result:

SSN	DoD EDI PN	Name	Category	Organization	Add
<div><input type="button" value="Cancel"/></div>					

Step 9: Search for the individual in JPAS database. Note: Need to use the individual SSN.

Note: IAW Global Command and Control System- Joint (GCCS-J) Training Management, CJCSI 6721.02B, - all students attending GCCS-J courses or taking GCCS-J training online require a **FINAL US Secret clearance**.

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? Person Category Search

*SSN: ☐ *DoD EDI PN: ☐

Last Name:

Search Result:

SSN	DoD EDI PN	Name	Category	Organization	Add
		DODD, KATHRYN D	Civilian Employee	DJJ021	<input type="button" value="Add"/>

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Step 10:

10.a. Member is populates "Search Result."

10.b. Then click the box below "add"

10.c. Once this is completed, the visit request is submitted.

